



# CITY OF HOUSTON

## Job Posting

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1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	SENIOR INVENTORY MANAGEMENT CLERK
3	<b>Posting Number</b>	PN# 104671
4	<b>Department</b>	Department of Public Works & Engineering
5	<b>Division</b>	Public Utilities Division
6	<b>Section</b>	Operations Support Branch
7	<b>Reporting Location</b>	611 Walker*
8	<b>Workdays &amp; Hours</b>	M - F, 8:00 a.m. – 5:00 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs clerical and administrative support tasks in the ordering, receiving, stocking, storing, issuance, distribution, maintenance and repairs of various parts, tools, materials, supplies, equipment and inventory or surplus property. Ensures adherence to City and State guidelines of acquisition, storage, distribution, maintenance and disposition of inventory and associated records. Receives, unloads, unpacks, shelves, distributes and delivers incoming parts, tools, materials, supplies, equipment, inventory, etc. Compares and verifies incoming inventory for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications, etc. Creates and maintains records, logs, etc. of materials received, stored, issued, delivered or distributed. Performs data entry using a purchasing and inventory control system. May compile data for inventory reports. Contact vendors to obtain price quotes. Selects vendors and places orders for materials and supplies. Prepares purchase orders and requisitions. Performs follow-up to expedite delivery, receipt and payment of inventory and materials.

**WORKING CONDITIONS**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. This position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions. The position requires lifting of heavy items of up to 60 pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or GED.

**MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of inventory control, materials management, or record keeping experience are required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES** None

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 12  
\$ 789 - \$ 1,055 Bi-weekly      \$20,514 - \$27,430 Annually

**OPENING DATE**      May 25, 2005

**CLOSING DATE**      June 01, 2005

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**